



Foreign Affairs Manual

14 FAH-4 — Diplomatic Pouch and Mail Handbook

Change Transmittal: DPM-7
Date: May 3, 2010

14 FAH-4 H-220 POUCH CONTENTS

14 FAH-4 H-230 PREPARING UNCLASSIFIED POUCHES FOR DISPATCH

Changes

1. Major changes to **14 FAH-4 H-220, Pouch Contents**, include:
 - 14 FAH-4 H-222.2: Any official items in unclassified pouches may be registered; barcode-readable registry number labels may be used for personal items or as an alternative to Form OF-120 for official items; and use of Forms OF-112 or OF-120 is prohibited for personal items.
 - 14 FAH-4 H-225, paragraph b: Unclassified files may not be sent through the diplomatic post office since this system is not protected under Article 27 of the Vienna Convention on Diplomatic Relations.
 - 14 FAH-4 H-226.1 contains new homeward bound mailing procedures.
 - 14 FAH-4 H-227 contains new procedures for sending items to the White House by pouch.
 - 14 FAH-4 H-228.1 contains new procedures regarding inspection by the pouch control officer.

2. Major changes to **14 FAH-4 H-230, Preparing Unclassified Pouches for Dispatch**, include:

- 14 FAH-4 H-232.1: Some instructions for use of Form DS-3082, Pouch Invoice, have changed.
- 14 FAH-4 H-234: All pouch numbers must be listed on every airway bill, regardless of preparer, and not as an attachment.
- 14 FAH-4 H-235: Vehicles transporting unclassified pouches must contain at least a driver and a second person and the doors thereof must have functioning locks on all doors and windows. Pouch inspection by a host-government official "by any means, including by x-ray, is considered to be" a pouch opening and is prohibited by international law.

3. Change transmittal has replaced the term, Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission.

4. Revisions since the last update appear in *italic* and *dark magenta*. Other than formal titles, the italic dark magenta will be removed the next time the material is updated. Only current changes will appear in italic. Italic provides a historical record of changes.

5. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 14 FAH-4 H-220 (CT:DPM-4, 06-09-2009; 10 pages) and insert revised subchapter 14 FAH-4 H-220 (11 pages).
2. Remove and discard old subchapter 14 FAH-4 H-230 (CT:DPM-2, 05-06-2009; 6 pages) and insert revised subchapter 14 FAH-4 H-230 (6 pages).
3. After inserting the material in the binder, insert this transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:DPM-7, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

(A/LM)